



## **Fire Inspector Regulations and Requirements**

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All Decorative Material, such as, but not limited to, drapes, theater curtains, signs, banners, acoustical material, hay straws, split bamboo, plastic cloth, canvas, cardboard, etc. shall be of non-flammable material or shall be treated and maintained in a flame retardant condition by means of a flame retardant solution. Plastic cloth and certain other plastic materials, tarpaper, nylon, oilcloth cannot be rendered flame retardant and are prohibited. Flame retarding treatments may be obtained from some fire protection companies listed in the Yellow pages of the phone book. Any decorative material that is not inherently or manufactured flame retardant (labeled) shall be subject to testing. Materials in violation shall be removed from building.

All Electrical Fixtures and Appliances must be approved in accordance with the National Electrical Code. Only fused multi-plug adapters will be permitted. Electrical code stipulations:

- a) Three wire (ground) cords shall not be plugged into two (2) wire extension cords
- b) Extension cords (zip cords) shall not run under carpets/ rugs unless designed to
- c) There shall be a three (3) foot clearance from lights to any combustible materials
- d) All electrical plugs, cords shall be free from defects. Only listed electrical devices and cords shall be allowed. Homemade items will not be allowed and may be confiscated.

All Fire Appliances including fire extinguishers, hose cabinets, fire hose connections and other fire appliances shall be maintained clearly visible and accessible at all times. A minimum of 3 feet clearance shall be provided.

Booths and Other Structures shall not be constructed with any roof, ceiling or other obstruction without approval of the Fire Prevention Center. Structures having over 120 square feet of roofed area shall be provided with acceptable smoke detectors. Maximum aggregate size of 300 square foot canopies shall be rendered flame-resistant. Minimum of 10-foot separation is required between each 300 square foot aggregate of canopies on all sides. If aggregate of 300 square feet is exceeded, a sprinkler system must be provided under exhibition booth/canopy roof.

Combustible Materials that are 3/8-inch or more in thickness or glass may be used without flame retardant treatment. Exception: paper products, such as cardboard, or foam products.

Exits and Aisles shall be free of obstructions. Aisles shall be a minimum of 10 feet wide in the Arena and Exhibit Halls and Galleria hallways and a minimum of 8 feet wide in Meeting rooms and Ballrooms. Booths, which require 50 feet or more travel distance to reach an exit aisle shall be provided with a minimum of two (2) exits remote from each other.

All required EXIT Signs shall be visible at all times from any location in the room. Drapes, curtains or displays shall not block signs. Temporary additional EXIT signs may be required to clearly indicate the direction of egress.

Fire Extinguishers Requirements: Aggregate square footage totals of 200 to 300 square feet shall have a minimum of 2A:10B:C extinguisher available. Additional fire extinguishers may be required. Fire extinguishers shall have an inspection tag on it, new or not. Extinguishers must be readily accessible and ready for use (out of the box).

Occupancy Limits: The number of persons allowed to attend any show or exhibit shall not exceed the allowed occupancy limits, i.e., occupants standing to view or participate, and fixed seating capacity.

Responsibility: The Event Manager and promoter shall assume responsibility for and shall advise all exhibitors that booths, stands, and their respective areas shall be cleaned of combustible rubbish daily or as necessary. Combustible display materials shall be limited to a one-day supply.

Additional Requirements: If there are any additional requirements, they shall be determined by the fire inspector for each event.



# **Trade Shows and Exhibit Regulations and Requirements**

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## **FLOOR PLANS**

Accurate floor plans showing dimensions of aisles, exits, booths (to scale) of the entire show shall be submitted in triplicate to the Tucson Fire Department (TFD) Fire Prevention Center thirty days (30 days) before event. Tucson Convention Center (TCC) shows required to submit plans include: home, auto and boat shows, trade shows, rummage sales, ice shows, special events, rock and mineral displays, musical shows (i.e. rock music concerts), circuses, monster trucks, rodeos, wrestling, religious gatherings, all concerts held in the arena, and any other special event of public assemblage.

## **SPECIAL REQUEST APPROVAL**

Under the following situations and/or conditions, approval by the TFD is also required thirty days (30 days) before event.

- Displays and operation of any open flame, candles, lamps, torches, cooking, etc.
- Use of Liquefied Petroleum Gases (LPG)
- Use, handling or storage of any pyrotechnic materials or devices
- Temporary membrane structures, tents, canopies, or covered exhibit booths
- Use of special fuel blends for motor vehicle events indoors

## **PLAN REQUIREMENTS**

Plans shall indicate size and location of stage(s), circus ring, booths, access to exits, location and width of all aisles and cross-aisles, location and accessibility of all required fire alarm “pull stations,” fire extinguishers and hose cabinets or outlets.

Aisles shall be a minimum of 10 feet wide in the Tucson Arena, Exhibit Halls, and Galleria hallways and a minimum of 8 feet wide in the Meeting Rooms and Ballrooms.

An approved copy of the plan shall be kept on display on the premises for inspections.

## **PLAN SUBMISSION**

Plans submitted shall include a cover sheet with the following information:

1. Date(s) of proposed show, event and/or exhibit.
2. Set up and move-out dates.
3. Estimated number of persons to be in attendance at any one time.
4. Name and address of person(s) to contact for additional information related to the event.

## **PLAN APPROVAL**

All plans must be approved by TFD prior to any event set-up. Copies of the approved plans will be returned to the TCC prior to event set-up.

A copy of approved plans will be kept on file with the Fire Prevention Center and with the TCC Event Coordinator. No modification of the set- up shall occur once the approved plan has been established without written approval on the plans from the Fire Inspector. All inspections will be conducted according to the approved plans.

All approvals are subject to final inspection by a TFD Fire Prevention Inspector.

For Arena life safety inspections, the “special instructions/attachments” area at the bottom of the TUCSON CONVENTION CENTER LIFE SAFETY INSPECTION form which is available for use by event managers and inspectors.

## Display of Motorized Vehicles

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Your Event Coordinator must be notified in advance if motorized vehicles are to be displayed during an event. Displayed motorized vehicles shall comply with the following and may also have to comply with additional rules and regulations required by the Fire Inspector.

- No vehicle may be started or operated within any TCC building during show hours without approval of the Fire Inspector.
- All fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- The battery cables must be disconnected from the terminals and remain disconnected while the vehicle is inside the building. Loose cable ends must be taped to cover all the exposed metal.
- Adding or removing fuel within any TCC building is prohibited. Fuel can be added outdoors, not under the canopy. Special fuel blends use inside the building is subject to approval by TFD.
- A vehicle key must be left in the Security Control Office for emergencies.
- Fuel in the fuel tank shall not exceed one quarter of the tank capacity or 5 gallons (18.9 L) whichever is less.
- Fire protection shall be approved by TFD code official for motor vehicle shows/events. The level of protection required shall be determined for each event.
- Vehicles, boats, and similar exhibited products having over 120 square feet of roofed area shall be provided with acceptable smoke detectors.
- LPG/CNG tanks must meet one of 3 requirements listed below. The intent of all of these choices is that the LPG/CNG appliances shall not be used while vehicle is being displayed.
  - 1) Purge tank
  - 2) Remove tank
  - 3) Disconnect and cap tank.



## **Cooking and/or Warming Devices**

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- Each cooking device must display permits.
- Containers shall not be manifolded.
- Sternos may be used for warming trays. Other open flame devices are prohibited.
- Cooking devices shall be approved by a recognized testing laboratory (i.e. UL or FM).
- Cooking, warming devices, and/or heating products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth, or providing a sturdy, mounted separation shield between the device and the public.
- Individual cooking and/or warming devices shall not exceed 288 square inches of surface area, approximately 12" x 24".
- Cooking and/or warming devices that produce grease laden vapors shall be electric.  
Exception: Approved cooking devices that use no more than (2) 10-ounce non-refillable LPG containers having a maximum water capacity of 1.08lb per container connected directly to the appliance at any time, shall be allowed.
- The table surface holding the cooking and/or warming device shall be of a noncombustible material.
- A minimum of two (2) feet shall be maintained between cooking devices and combustible materials.
- Fire protection shall be provided with any booth utilizing cooking and/or warming devices. For multiple devices, one 40B:C extinguisher pper booth is acceptable, but each device must have a smothering lid. Each device must meet **one** of these two (2) requirements:
  - 1.) A 40B:C extinguisher and a lid for smothering, or
  - 2.) An approved automatic extinguishing system (hood system)
- If there are additional requirements, they shall be determined by the fire inspector for each event.

## Permit Requirements

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Tucson Convention Center (TCC), or Tucson Fire Department (TFD), or Development Services Department (DSD) permits are required for the following:

- All motorized vehicle displays, i.e., auto shows or sales or motorized vehicle events, i.e., monster trucks, mud bogs, motorcycles, etc. (See “Display of Motorized Vehicles” below.)
- All indoor cooking. (See “Cooking and Warming Devices” below.)
- Pyrotechnic displays. - Information and permits available from the Tucson Fire Department Fire Prevention Center.
- Air-supported temporary membrane structures or tents having an area in excess of 400 square feet or canopies having an area in excess of 900 square feet. (See “Structures and Exhibit Booths” below.) - Permits are issued from DSD
- Any tent, canopy, and/or structure inside the TCC that exceeds 300 square feet shall require permitted and approved plans for sprinkler system installation. Permits are available from DSD.
- LPG use. Mechanical inspection permits may be required from DSD.

Permit forms may be obtained at the TCC except as noted above.

Tucson Fire Prevention Center  
797 E. Ajo Way, Tucson, AZ 85713  
(520) 791-4502

Development Services Department  
201 N. Stone, Tucson AZ 85701  
(520) 791-5550.

TCC, TFD, and DSD issued permits carry equal weight with the TFD fire inspector during inspections. If there are any additional requirements not anticipated by these permits, they shall be determined by the fire inspector for each event.

## Site and Event Inspections

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In order to maintain compliance with the provisions related to the Fire and Life Safety requirements, periodic inspections shall be conducted by members of the Tucson Fire Department (TFD). These inspections may include:

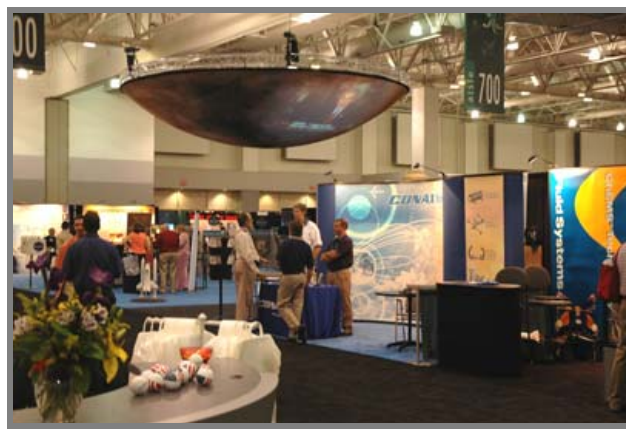
- Walk-through inspection with the Event Promoter, TCC Event Coordinator and members of the Fire Prevention Section during the move-in/set-up period. Any violations noted shall be corrected immediately or within the time frame agreed upon.
- Daily visits by members of the Fire Prevention Section (once the show or exhibit has opened), as well as on-duty members of the Fire Department Suppression Companies, as necessary. TCC issued permits for cooking and motor vehicle display and use will be reviewed by the TFD fire inspector and requirements will be strictly enforced.
- During the closing (move-out) and removal of materials used in the show or exhibit, members from the Fire Prevention Section may inspect for maintenance of firefighting accessibility, i.e. exiting and fire lanes.

### STANDBY PERSONNEL

Whenever, in the opinion of the code official, the safety of the public is imperiled, due to the number of the persons present or the nature of the activity, the event promoter, owner, agent or lessee shall employ one or more qualified persons to perform the duties of Standby Personnel. Compensation shall be provided by the City Classified Position Compensation Plan and, upon receipt of a bill therefore, said event promoter, owner, agent or lessee shall remit to the City of Tucson such amounts as are due.

### EVENT CONTROL

The TFD fire inspector upon finding any overcrowded condition or obstruction in aisle, passageways, or other means of egress (exiting), or upon finding any condition which constitutes a serious menace to life, SHALL cause the performance, presentation, spectacle, or entertainment to be stopped until such condition or obstruction is corrected.







## **FIRE AND SAFETY**

### **TEMPORARY PERMIT**

#### **INTERNAL COMBUSTION ENGINES USE**

ISSUED DATE \_\_\_\_\_

EVENT \_\_\_\_\_

The Tucson Fire Code requires one (1) event permit for use of internal combustion engines or motor vehicles, aircraft or machinery. Fire protection shall be approved by the Fire Marshal. This requirement shall be determined for each event.

The undersigned hereby agrees to abide by Tucson Fire Code (TFC) as follows

- 1) Vehicles or equipment shall not be fueled or defueled within the building.  
**TFC 314.4**
- 2) Refueling is to be done outside in the open areas. Not allowed under canopy areas.  
Fuel storage shall be in approved containers at approved location outside of building.  
**TFC 3405.3.8.2**
- 3) Fuel spills shall be cleaned up immediately. (Promoter shall provide spill containment materials and dispose of properly.) **TFC 2703.3**

I certify that I have read the above Tucson Fire Code provisions and that any violation(s) will be grounds for possible civil infraction(s) and revocation of this permit. A revoked permit shall result in removal of the exhibit from the show floor immediately.

\_\_\_\_\_  
Show Promoter

\_\_\_\_\_  
Date



## FIRE AND SAFETY

### TEMPORARY PERMIT

#### DISPLAY OF INTERNAL COMBUSTION ENGINE

ISSUED DATE \_\_\_\_\_

EVENT \_\_\_\_\_

The Tucson Fire Code requires a permit for displaying an internal combustion engine for each motor vehicle, boat, aircraft or machinery. Display permit on passenger side window or dash.

The undersigned hereby agrees to abide by the Tucson Fire Code (TFC) as follows

1) Fuel of any class shall be limited. Fuel in the fuel tanks shall not exceed one quarter of a tank capacity or 5 gallons, whichever is less. **TFC 314.4**

2) All fuel tank openings shall be locked or sealed to prevent the escape of vapors.  
**TFC 314.4**

3) Vehicles or equipment shall not be fueled or defueled within the building.  
**TFC 3405.3.8.2**

4) The battery must be disconnected and remain disconnected while the vehicle is inside the building. Loose cable ends must be taped to cover all the exposed metal.  
**TFC 314.4**

5) This permit may be issued where an LPG/CNG tank is part of a special display or an integral part of the equipment being displayed. LPG/CNG tanks must meet one of these 3 requirements: 1) purge tank, 2) remove tank, or 3) disconnect and cap tank.

Show Promoter	Yes	No
Visual Inspection		
Fuel Tank Sealed or Locked		
LPG Tank Check		
Extra Tank Check		
Battery Disconnected, Leads Taped		
<b>Signature:</b>		
<b>Date:</b>		

I certify that I have read the above Tucson Fire Code provisions and that any violation(s) will be grounds for possible civil infraction(s) and revocation of this permit. A revoked permit shall result in removal of the exhibit from the show floor immediately.

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Date



## **FIRE AND SAFETY**

### **TEMPORARY PERMIT**

#### **COOKING**

The City of Tucson requires a permit for cooking at each exhibitor booth. (Must display.)

ISSUED DATE\_\_\_\_\_ EVENT\_\_\_\_\_

- ☐ Cooking, warming devices min. 4' clearance from front, or sturdy shield.
- ☐ Cooking/warming shall not exceed 288 square inches of surface area (i.e. 12" X 24").
- ☐ Table surface holding the cooking and/or warming devices shall be a noncombustible material.
- ☐ Two (2) feet distances between cooking and/or warming devices.
- ☐ Combustible materials kept to a minimum of two (2) feet away.
- ☐ One (1) 40BC fire extinguisher ready for use and a lid for covering each cooking or warming device.

I certify that I have read the above Tucson Fire Code provisions and that any violation(s) will be grounds for possible civil infraction(s) and revocation of this permit. A revoked permit shall result in removal of the exhibit from the show floor immediately.

\_\_\_\_\_  
Exhibitor

\_\_\_\_\_  
Date